

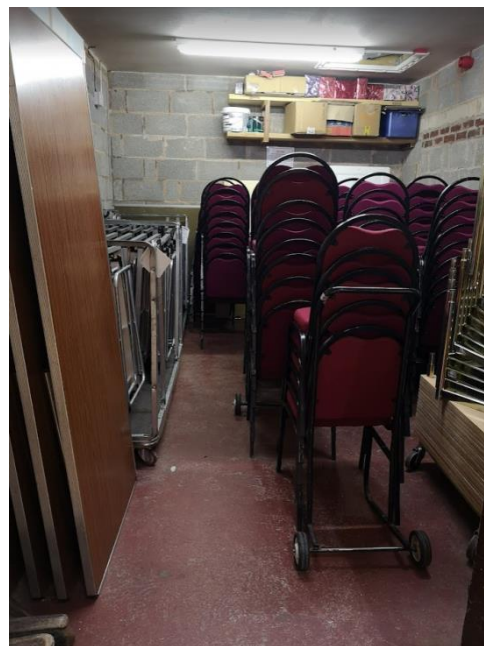
# Check-out list – Cleaning up afterwards

Please ensure you follow the check- out list below. The Centre should be clean before you leave. It is up to all users to look after the Centre and failure to follow the check-out list may result in your deposit being withheld.

*Don't forget to bring bin bags and tea towels.*

All materials and equipment belonging to you or hired by you must be removed. All items found and not belonging to the Centre will be removed and disposed of.

- Main Hall and serving Annexe - floor should be swept and any spills cleaned up (a vacuum cleaner, broom, dustpan & brush are kept in the furniture storeroom in the hall, a mop is stored in the kitchen - please use the one labelled for use in the Main Hall).
- The tables should be wiped before they are put away. Furniture should be put away in an orderly way according to the diagram displayed so that the table trolleys are accessible to the next hirer. Chairs should be stacked in 6s so as not to take up too much floor space, but no higher or the stacks become too heavy. Trolleys are available for moving the stacks of chairs. Make sure that the trolley is properly located under the stack. The storeroom should look like this when everything is put away. About 30 chairs are stored in the serving annexe again in stacks of 6.
- Kitchen – if used
  - all surfaces wiped down and floor swept and mopped using the mop labelled for kitchen use.
  - Cooker burners and oven turned off and checked.
  - Dishwasher emptied and drained.
  - Kettles, hot water urns, hot water heater etc switched off. Do not attempt to carry or tip a water boiler when it contains hot water – leave it to cool.
  - Fridge emptied of anything you brought, left clean but switched ON.
  - Rubbish (bagged-up) put in the bin at the side of the building, just past the shop entrance.
  - **Recycling taken away with you**
- Village Centre property – please make sure you, or people hired to run the bar or kitchen, are not taking anything away which belongs to the Village Centre, for example plates, cutlery, dishwasher trays, the beer pump, all of which have gone missing in the past!
- Toilets – please make sure they are left tidy
- All hatches, windows and doors closed securely
- All lights switched off, including the toilets
- Please tidy up any butts outside the front of the hall and please do not leave rubbish in the flower beds.
- Front door locked and key in drop-off box.



**Thank You!**